

From: [Fortson, Donald O.](#)
To: [Nancy Sellers - 4P1SBA](#); [Williams, Patrice](#); [Weeks, Sharon E.](#)
Subject: RE: Recycle and Trash Bins
Date: Friday, March 25, 2022 2:13:00 PM

Nancy,

Would you please ask Charles to join the GSA/EPA Monthly Meeting on Monday, March 28, 2022?

From: Nancy Sellers - 4P1SBA <nancyl.sellers@gsa.gov>
Sent: Tuesday, March 22, 2022 4:37 PM
To: Fortson, Donald O. <Fortson.DonaldO@epa.gov>; Charles Sapp <csapp@delsurservicesinc.com>; Del Sur Service Inc <dispatchsn@delsurservicesinc.com>
Subject: Fwd: Recycle and Trash Bins

I'm sending this to the O&M contractor for coordination. Please note these can only be kept for 5 days at a time then but be returned.

Nancy Sellers
c) 404-433-5734

Begin forwarded message:

From: "Fortson, Donald O." <Fortson.DonaldO@epa.gov>
Date: March 22, 2022 at 4:09:22 PM EDT
To: NancylSellers <nancyl.sellers@gsa.gov>
Cc: "Weeks, Sharon E." <Weeks.Sharon@epa.gov>, "Williams, Patrice" <williams.patrice@epa.gov>, "McBride, William" <McBride.William@epa.gov>, "Evans, Malukah" <Evans.Malukah@epa.gov>, "Patillo, Shayla" <Patillo.Shayla@epa.gov>, "Greene, Warren" <Greene.Warren@epa.gov>, "Graham, Phyllis" <Graham.Phyllis@epa.gov>, "Davies, Albert" <Davies.Albert@epa.gov>
Subject: FW: Recycle and Trash Bins

Nancy,

Thanks for all that you do. Please provide an update on the Recycle and Trash Bins for Region 4. A reminder that our Fresh Return Initiative starts on March 28, 2022. I'm requesting the bins to be placed on the floors by March 25, 2022.
Thanks!

From: Fortson, Donald O.
Sent: Monday, March 21, 2022 3:59 PM
To: NancylSellers <Nancyl.Sellers@gsa.gov>
Cc: Ashmeade, Iris <Ashmeade.Iris@epa.gov>; Weeks, Sharon E.

<Weeks.Sharon@epa.gov>; Williams, Patrice <williams.patrice@epa.gov>

Subject: Recycle and Trash Bins

Nancy,

I'm requesting the following number of trash and recycle bins for Region 4. If possible, please place the bins on the floors as listed on the chart below by March 25, 2022. Please let me know if we need to adjust the number of bins. Thanks!

Floors	Recycle Bins	Trash Bins	Total	Remarks
9 th	Facilities Office (1) ISMB Office (1) HRMB (1)	Facilities Office (1) ISMB Office (1) HRMB (1)	Recycle Bins (3) Trash Bins (3)	The 9 th Floor has less occupants
10	North (1), South (1), East (1) and West (1)	North (1), South (1), East (1) and West (1)	Recycle Bins (4) Trash Bins (4)	
11	North (1), South (1), East (1) and West (1)	North (1), South (1), East (1) and West (1)	Recycle Bins (4) Trash Bins (4)	
12	North (1), South (1), East (1) and West (1)	North (1), South (1), East (1) and West (1)	Recycle Bins (4) Trash Bins (4)	
13	North (1), South (1), East (1) and West (1)	North (1), South (1), East (1) and West (1)	Recycle Bins (4) Trash Bins (4)	
14	North (1), South (1), East (1) and West (1)	North (1), South (1), East (1) and West (1)	Recycle Bins (4) Trash Bins (4)	
15	North (1), South (1), East (1) and West (1)	North (1), South (1), East (1) and West (1)	Recycle Bins (4) Trash Bins (4)	
		Grand Total:	Recycle Bins (27) Trash Bins (27)	

